

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	09/08/2021
Next Review:	4 th Qtr 2024
Reviewed:	08/19/2021
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PATRON ACCOUNT CHARGES

I. POLICY

- A. The purpose of this policy is to clarify:
 - 1. monetary charges added by staff members to a patron's account and
 - 2. when private criminal complaints are filed for retention of library property.
- B. The director is authorized to charge patrons fees related to circulation materials based on the current board approved fee schedule.
- C. The director is authorized to determine and charge replacement costs, processing fees, and certified letter postage for circulating materials lost or substantially damaged during the borrowing period.
- D. When a lost item is returned within thirty days of payment, the amount paid less processing fees, and certified letter postage, if applicable, will be reimbursed to the borrower.
- E. At a patron's request, the cost of rental fees may be charged to a patron's account as long as a patron's account does not reach or exceed the patron account threshold after the transaction.
- F. Private criminal complaints will be filed with the County of Montgomery Magisterial District Court # 38-2-08 against patrons responsible for an account total exceeding \$100 in replacement and processing fees.

II. DEFINITIONS:

- A. Replacement costs are the original retail list price of the item at the time of purchase, if known. If the original retail list price of the item is unknown, the replacement cost shall be determined by the library based on library procedures.
- B. The patron account threshold is the board approved maximum amount of money accrued on a patron account before borrowing privileges are suspended.

- III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy.